

TITLE: Fire Chief

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DEPARTMENT: FireREPORTS TO: City ManagerSUPERVISES: Assistant Fire Chief, Fire Marshall, Fleet Maintenance Coordinator, Emergency Management Specialist, Executive SecretaryDEFINITION:

Plans, organizes, and directs all functions of the City Fire Department to protect property and life through efficient fire suppression, prevention, and emergency medical care. Serves as a member of the Executive Group.

ESSENTIAL JOB FUNCTIONS-- (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Directs department operations to achieve goals within budgeted funds and available personnel; plans and organizes workloads and staff assignments, reviews progress, directs changes in priorities and schedules as needed to assure services are provided in an efficient and timely manner.

Provides managerial leadership and directs the selection, supervision and evaluation of department staff. Conducts or oversees performance evaluations, and initiates and implements disciplinary actions as warranted. Resolves grievances and other sensitive personnel matters. Assures all personnel are trained and equipped to perform duties.

Establishes policies, procedures, work rules, and performance standards to assure the efficient and effective operation of the Fire Department in compliance with City standards and federal, state, and local laws.

Directs the preparation and administration of the department budget based on staffing and resource requirements, cost estimates, and objectives and goals. Monitors the budget to assure compliance with approved budget levels and standards.

Directs and develops short and long range plans, goals and objectives for assigned operations. Assures adequate response to disasters by developing and maintaining an inter-departmental emergency management system.

Develops and directs a fire prevention system focusing on fire hazard mitigation, fire investigation, criminal prosecution and public education. Assures the readiness of hazardous material responders.

Responds to fires and other emergencies and takes command of incident operations as necessary.

Directs or conducts investigations of fires, explosions, and other incidents; interviews witnesses, makes arrests, and testifies in court.

Oversees the enforcement of the Uniform Fire Code and other fire safety related ordinances and laws.

Interprets code language, approves alternate methods and materials, writes compliance notices and issues citations as necessary.

Oversees the City Fleet Maintenance operation. Assures the maintenance of all apparatus, equipment, hose, buildings, and properties of the department.

Participates as a member of the Executive Group to provide input on City operations and communications; directs the integration of assigned functions into overall City goals, objectives, and strategies.

Provides technical support to the City Manager, Mayor, and City Council including the interpretation and application of policy and procedure, developing recommendations regarding fire related matters, and interpretations of legislated changes as they affect assigned functions.

OTHER JOB FUNCTIONS

Analyzes and recommends improvements to existing operating systems of the department. Develops and maintains systems and records that provide for proper evaluation, control and documentation of assigned operations.

Reviews local, state and federal legislation to determine impact on departmental plans, policies and strategies; prepares and coordinates responses and recommendations as appropriate.

Develops and directs intergovernmental and citizen relations efforts.

Directs the resolution of inquiries, complaints, problems, or emergencies affecting the availability or quality of services. Responds to the most sensitive or complex inquiries of service complaints.

Performs other related duties as assigned.

WORKING CONDITIONS:

Duties are generally performed in an office environment but also requires traveling to meetings. Duties may be performed outside in varying and extreme weather conditions during fire emergencies. May be exposed to hazardous fire conditions and hazardous materials. May be required to lift heavy equipment and materials in excess of 50 lbs. and work at heights in excess of 20 feet. Subject to 24-hour call back for emergency conditions.

QUALIFICATIONS:

Knowledge of:

- Practices, principles, procedures, regulations, and techniques of fire-fighting, EMS, and disaster control.
- Fiscal management, including budget preparation, expenditure control, and record keeping.
- Management and supervisory principles and practices.
- Current and proposed legislation and laws of the local, state, and federal governments that affect the Fire Department.

Ability to:

- Interact with a variety of law enforcement agencies.
- Analyze situations quickly and objectively, to recognize actual and potential danger, and determine the proper course of action.
- Plan, organize and oversee assigned functions including evaluating the work of subordinates.
- Develop departmental goals and objectives and to direct, conduct and implement planning activities.
- Analyze and evaluate department operations and develop and implement corrective action to resolve problems.
- Establish and maintain effective working relationships with senior City management, employees, Council members, other agencies, and the general public.
- Communicate effectively, both orally and in writing, with individuals and groups regarding complex or sensitive issues or regulations.
- Physical ability to perform the essential job functions.

Education and Experience -- Any equivalent combination of education and experience which provides the applicant with the knowledge, skills, and abilities required to perform the job. A typical way to obtain the knowledge and abilities would be:

Bachelor's degree in fire science, public administration or related field, or a graduate of the National Fire Academy's Executive Fire Officer Program. Eight years of fire service experience, with at least three years at the senior management level.

Licenses, Certificates, and Other Requirements

Valid driver's license